



The Good News Shed

Registered as a Charitable Incorporated Organisation (CIO) with the Charity Commission of England and Wales
(1219288)

PRIVACY POLICY

Purpose of this Statement

The Good News Shed are committed to protecting and respecting your privacy. We think it is extremely

important to keep any personal information, both physical and online, we hold secure and confidential.

By law we have to handle all personal information carefully and everyone has rights as to how their

personal information is handled.

We have made this statement to tell you:

- What information we may collect about you;
- How we store your personal information;
- What we use your personal information for;
- Who (if anyone) we pass it on to and for what purposes; and
- Your rights
- Personal Information we may collect from you

When you first come into contact with us (which may be for many different reasons) we may collect your

name and contact details for use by The Good News Shed. Other information we may collect from you will

depend on the reason for the contact and these are detailed below.

We may ask you about your health, allergies and any medication you are taking

- This information is important for us to help you if you have any medical issues or feel unwell while you are attending any of The Good News Shed projects or events

- When providing or making food together, it is important that we know if you are allergic to ingredients, so that we do not put you at risk of any illness or reactions

To let you know about what is happening in the life of The Good News Shed, which you may be interested in attending

- We will contact you through text message, phone call, email or Facebook message to tell you about events that we would like to invite you to or anything we would like to tell you about

- With your permission we will pass on your contact details to third parties if you are interested in

attending their event or being in contact with them for other reasons

To provide pastoral, discipleship or other support for The Good News Shed members or for those who

come to any projects or events that The Good News Shed are involved in

- We may take a written, audio or electronic note of any conversation you have with us and the

information you share as part of that conversation

- We may keep copies of communications you send to us

- We may get information (including fact and opinion) from others, for example from a mentor, supervisor, colleague or other person

- We may get information (including fact and opinion) from any person for investigating or dealing

with issues raised or complaints concerning any of The Good News Shed members or those involved in any of The Good News Shed projects or events

- We may pass on information to, and get advice from our safeguarding officer, Safeguarding Trustee or social services if we feel this is necessary for the safety and well-being of any members

of The Good News Shed, or those involved in any of The Good News Shed projects or events

For making people aware of The Good News Shed projects and events

- With your consent, we may use photo or video footage of you in any promotional/social media

material which is promoting or making people aware of the work of The Good News Shed, and on

our website.

For managing or reviewing the work of The Good News Shed

- We will make a written or electronic note of any information about complaints about our projects

or work, or about other individuals

For people who volunteer for any The Good News Shed projects, if appropriate, we may get the

information, or related information, from

- you, your family, friends, colleagues or former colleagues;
- each other or our partner organisations; or
- public information sources including the Criminal Records Bureau or similar organisations in other countries.

For security purposes

- We have CCTV cameras, in every room that The Good News shed uses inside the Homewood College.

- We record the images from the CCTV and these recordings are stored on our computer system at

the Homewood College for 7 days.

- Real time footage from the CCTV cameras can be seen from a computer screen in the office in the

Hillview Good News Centre, and from one mobile phone owned by one of the people who

manage/run projects at the Homewood College. This has been set up in cases of vandalism to the

building, and being able to assess the situation before calling in help from other authorities.

2. Where we store your personal information

We are committed to holding your personal information safely. This means that only those people who

manage/coordinate the different projects, and, when considered relevant, The Good News Shed trustees

are allowed to see it.

Your name and contact number may be stored on mobile phones of those people who

manage/coordinate the different projects. We may store your information on computers, online storage

systems (eg. Google Drive), on USB sticks, in paper form, or in all of these ways.

All computers, laptops, USB sticks and online storage systems are protected by passwords.

Our paper files which hold personal information are kept in securely locked filing cabinets in the office at

Homewood College.

We will hold and use your personal information until it is no longer required for the work of The Good

News Shed. If the information is of a safeguarding nature (to look after the safety/wellbeing of people

connected to The Good News Shed), then we will have to keep that information indefinitely.

3. What we use your personal information for

- To enter into our database, either electronically or on paper which holds: names, contact details,

medical information, allergies, emergency contact numbers and any other relevant information

of those who attend The Good News Shed projects or events. This information can be seen by the

people who manage/coordinate The Good News Shed projects or events, and the trustees of The

Good News Shed, if it is necessary

- To let you know what is happening in The Good News Shed projects you are involved in, or about

other The Good News Shed projects we think you might be interested in, or to invite you to or tell

you about any events coming up

- To enable us to respond to you when you have asked a question or raised a concern

- Meeting our legal obligations and exercising any legal rights

- Passing on relevant information to necessary third parties

- Other purposes for which we may anonymise your information so that it cannot be linked to you.

In that case we may use the data for any purpose; including for example statistical analysis purposes and for use in funding applications.

We use your information in line with our Data Protection Policy and the policies and procedures that

apply to the use of your information. All people who manage/coordinate any of The Good News Shed

projects or events need to sign this statement to make sure that they have read the policy, and personally

accept the policy.

4. Who else might we pass your information on to

Normally, only The Good News Shed will be able to access your personal information. But, with your

consent, there may be times when we share your details to others, such as:

Groups and organisations who work closely with, and have similar purposes to The Good News Shed.

If and when members of The Good News Shed projects, and others, ask for your contact details

Others who may request information from us for their own reasons, which may not require your consent:

- For crime prevention or detection, risk assessment, resolution of complaints or other issues
- Local authorities, Safeguarding Boards, Government departments and other public authorities
- The Police, fire service, health authorities or medical practitioners

We may sometimes need to pass on your personal information by law, such as for safeguarding

information or for other legitimate purposes.

We can receive and pass on any personal information about you when it is connected to any risk of

children, young people or vulnerable adults suffering harm or potential harm. Examples of agencies/organisations that may ask for personal information for these purposes will be:

- Disclosure and Barring Service
- Safeguarding authorities

- Social services
- Up to date intelligence from the Police or other law enforcement agencies

Such information may be disclosed by us to:-

- The trustees of The Good News Shed
- A relevant working partner
- Safeguarding officers of any third party
- The Police or other law enforcement agencies

We do not give anyone else access to your information for their marketing or commercial purposes.

We will not share your personal information with anyone who claims to represent you, unless we are

satisfied that you have appointed them or they act in some recognised official capacity. There may be a

delay to us dealing with requests whilst we confirm the caller's identity, or check that we have your

approval to deal with them.

Confidential information

Where you have given us information that you have asked us to keep confidential, we will keep this

information confidential, unless you, or a child/young person/vulnerable adult associated with you, are

deemed to be at risk of harm or potential harm. If we make a paper note or electronic note of the

information, we will store it securely and not share it with others, unless you have given us your permission to do so or there is a statutory duty or court order to pass on this information. In the case of

The Good News Shed not being able to provide our services or support for you unless we can share this

information with others, we will require that any information we do share is in turn kept confidential by

those other persons.

In the case where others may give us information about you which is confidential, we may not be able to

share the information or the source with you.

5. Your rights

- You have the right to ask us not to keep your personal information. However, you will need to understand that we may not be able to provide our services to you or keep in touch with you if we are unable to record and process certain details.
- You can ask us to change or correct your personal data.
- You can ask us to show you all the information we hold about you.

Changes to our Privacy Statement

This Privacy Policy may be subject to change, in due course. We will display our most current Privacy

Policy at Homewood College. You can ask for a copy of this Policy, giving us 7 days to give a copy to

you.